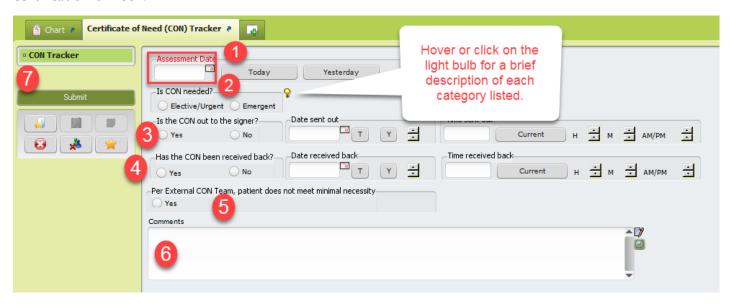# Certificate of Need (CON) for Emergency or Elective/Urgent Hospital Admissions for Clients under the age of 21

Use the Certificate of Need (CON) Tracker Form to document necessity for admission to inpatient care for all clients under the age of 21 and track the progress of the State CON that is sent out for physician certification of need.

1. Enter the Assessment Date.
2. Select the appropriate level of need
   - Elective/Urgent- harm/danger to others
   - Emergent- harm/danger to self
3. Indicate whether or not the CON has been sent out to be signed (Elective/Urgent- outside agency or Emergent- BHD staff). If **Yes**, enter the date and time sent.
4. Indicate whether or not the CON has been received back. If **Yes**, enter the date and time received. If **No**, click Submit*.
5. As needed, indicate if the external CON Team has denied minimal necessity.
6. Add comments as needed.
7. Click Submit.

*Note- Once the CON is received back from the outside agency, open and edit the original form (do not open a new form) and begin at step 4.